



NOTICE

New Process for Reimbursement of NIH Peer Reviewers

A new system will be implemented to reimburse reviewers who participate in peer review meetings at NIH that take place after September 30, 2005. This new system will ensure that expenses you incur in serving as a peer reviewer will be reimbursed at a comparable level to what is now reimbursed. You will no longer be required to submit vouchers and receipts for your usual expenses.

Under the new system NIH is required to use, all peer reviewers must register with the U.S. Treasury Central Contractor Registration (CCR). This is a secure, federally controlled database for all non-federal persons, companies, or other entities doing business with the Federal government. The CCR will be used to reimburse you for your review meeting related expenses and pay your honorarium through Electronic Funds Transfer (EFT) payments made directly to your bank account. If you do not have a U.S. bank account, you still need to register with the CCR, but you will receive a check via mail rather than via direct deposit. Without CCR registration, we are not allowed to place your name on the roster and NIH will be unable to pay you for your reimbursable expenses and honorarium. Therefore, all current and potential reviewers are strongly encouraged to register with CCR by September 1, 2005.

The CCR database is designed primarily for companies and not individuals. As a reviewer, you will be registering as an individual. Attached are instructions to provide specific guidance to assist you. You are required to register in CCR only once (i.e., registration is not required for every study section meeting), and you will be automatically notified by the system to update your information in the CCR annually. If you have previously registered in CCR, you do not need to register again. There are two essential steps in completing your CCR registration:

- STEP 1 Obtain your individual Data Universal Number System (DUNS) number, which is required for CCR registration. This is a quick, process that takes only a phone call; the DUNS number is provided at the end of the call or you can obtain this number online and the DUNS number will be emailed to you within hours or, at most, a few days.
- STEP 2 Register with the CCR. This process is done electronically via the web. The attached instructions are meant to be helpful to you in sorting out what is required to register as an individual. Should issues arise in this registration process, please contact the CCR Assistance Center at 888-227-2423 (within the U.S.) or at 269-961-5757 (Internationally).

Thank you for your cooperation in this transition to what will be a more efficient system for reviewer reimbursement and honorarium payment.

STEP 1

Data Universal Number System (DUNS) Registration

You must have a Dun & Bradstreet (DUNS) number before you can complete your Central Contractor Registration (CCR). This step takes between five and ten minutes.

You can apply via telephone by calling 1-866-705-5711. You will receive your DUNS number at the end of the phone call. Please note, you must make the call; your assistant cannot call for you.

Alternatively, you can apply online at D&B DUNS Request for Prospective Government Contractors & Grantees website at <https://eupdate.dnb.com/requestoptions/government/ccrreg/>. You will receive your DUNS number via e-mail within 48 hours and the DUNS number will be effective 24 hours after you receive it. Online instructions follow; bolded items indicate information you must enter or actions you must take.

Go to the website <https://eupdate.dnb.com/requestoptions/government/ccrreg/> and under item 1, “Web Registration,” click on the “click here” link.

Select your Country from the pull down menu.

Under “Business Name,” enter your name - ***Enter as last name, first name, middle initial.***

Enter your office address and telephone number and click on “Submit”.

Click on “Request a New DUNS Number”.

COMPANY NAME:

Legal Name: Name will populate

Legal Structure: **Select Proprietorship**

ORGANIZATION INFORMATION:

Telephone: Number will populate

Executive Name: **Enter your name**

Executive Title: **Select title from pull down menu**

Primary SIC Code: **Enter 8999**

Description of Operations: **Enter Noncommercial Research Organization**

Socioeconomic Date: **Select No Special Ownership Status**

Number of Employees: **Enter 1**

PHYSICAL ADDRESS: Information will populate.

Click on “SUBMIT YOUR REQUEST”

CONTACT: **Enter your Name, Title, Telephone Number, and E-mail**

Click on “SUBMIT YOUR REQUEST”. This completes your DUNS registration.

Go to Step 2 to now complete your CCR registration.

STEP 2

Central Contractor Registration (CCR)

If you collect the necessary information prior to registering, the registration process should take ~15 to 20 minutes to complete. You may reference the CCR Handbook on the CCR Homepage at <http://www.ccr.gov> for additional guidance, including a blank registration template and screen shots. If you need assistance in completing your registration, please contact the CCR Assistance Center at 888-227-2423 (within the U.S.) or 269-961-5757 (Internationally).

Checklist for what you will need to prior to beginning CCR registration:

- ☐ **DUNS Number** (see Step 1 to obtain this number)
- ☐ **DUNS format for name and address must be used in CCR (i.e., the exact way you entered this information in DUNS must be used in CCR).**
- ☐ **Social Security Number**
- ☐ **Financial Institution Name & Telephone Number:** Federal regulations require Federal payments to be made via Electronic Funds Transfer (EFT) whenever possible. You must have a U.S. bank account to receive your payment. If you do not have a U.S. bank account, please read **Foreign Registrants** note below.
- ☐ **Bank Routing Number** (this nine-digit number can be found on your checks (not from your checking account deposit slip) in the lower left corner before your account number or you can contact your bank for this information.)
- ☐ **Account Number**
- ☐ **Account Type (checking or savings)**

Foreign Registrants (living outside the U.S.):

If you do not have a U.S. bank account, a check will be mailed to you at the address entered in the Financial Information Section/Remittance Information section of the CCR. You must have a North Atlantic Treaty Organization Commercial and Governmental Entity (NCAGE) code. To obtain this number, go to the CCR website and click on “Find my CAGE” and then click on the link to “Tips for Companies located outside the U.S.” This section will give you information on obtaining an NCAGE number.

Access the CCR online registration at <http://www.ccr.gov>, click on “Start New Registration”.

You will see a pop-up box “Note to Registrants” – Click on Continue

Enter your DUNS Number - Only type numbers; do not include dashes.

Legal Business Name: **Enter your name (Last name, first name, and middle initial) and your office address, city, state, zip code, and country**

IMPORTANT: At this point, you will be given a confirmation number - KEEP THIS NUMBER. If you cannot complete your registration in one session, click “validate/save” to save incomplete registration. To resume registration both your DUNS number and this confirmation number will be required.

GENERAL INFORMATION SECTION

DUNS: **Enter your DUNS Number** - *Only type numbers; do not include dashes*

CAGE/NCAGE Code:

- U.S. Registrants - leave blank - *a CAGE code will be assigned to you*
- Foreign Registrants - you must **enter an NCAGE code** - *see instructions above*

Legal Business Name: **Enter your name** (Enter as last name, first name, middle initial)

SSN: **Enter your social security number** - *Only type numbers; do not include dashes*

Physical Street Address: **Enter your complete office address**, which must match your DUNS address. At this point, you can click on Create a POC (Point of Contact) template. Use the Paste POC Template to copy this information to the other required fields.

Mailing Name: **Enter your name** (Enter as first name, middle initial, last name; must match DUNS.)

Mailing Address: **Enter information or click Paste POC Template**

Business Start Date: **Enter the date you are registering**

Number of Employees: **Enter 1**

Fiscal Year End Date: **Enter 12/31**

Annual Revenue: **Enter \$1.00**

Company Security Level: **Leave default as Not Applicable**

Highest Employee Security Level: **Leave default as Not Applicable**

Click on VALIDATE/SAVE DATA to move to the next section

CORPORATE INFORMATION

Type of Relationship with U.S. Federal Government: **Select Both (Contracts & Grants)**

Type of Organization: **Select Sole Proprietorship**

Sole Proprietorship Point of Contact: **Enter information or click Paste POC Template**

Click on VALIDATE/SAVE DATA to move to the next section

GOODS / SERVICES

North American Industry Classification System (NAICS) Code: **Enter 541690**

Standard Industrial Classification (SIC) Code: **Enter 8999**

Click on VALIDATE/SAVE DATA to move to the next section

FINANCIAL INFORMATION - Must be a U.S. Bank

- Foreign Registrants without U.S. Bank - Complete Remittance Information Section Only

Electronic Funds Transfer (EFT): **Enter your U.S. bank name; bank routing number (the nine-digit number in bottom left corner of check before your account number; DO NOT take the routing number from your deposit slip); bank account number, and bank account type**

Automated Clearing House (ACH): **Enter telephone number of your bank**

Remittance Information: **Enter information or click Paste POC Template**

- Foreign Registrants without a U.S. bank account: **Enter the address to mail the check**

Accounts Receivable Point of Contact: **Enter information or click Paste POC Template**

Does the Company accept Credit Cards as a method of Payment: **Select No**
Click on VALIDATE/SAVE DATA to move to the next section

POINTS OF CONTACT

CCR POC (Registrant Name) Primary: **Enter information or click Paste POC Template**
CCR POC Alternate: **Enter information or click Paste POC Template**
Government Business POC – Primary: **Enter information or click Paste POC Template**
Government Business POC – Alternate: **Enter information or click Paste POC Template**
Electronic Business POC – Primary: **Enter information or click Paste POC Template**
Electronic Business POC – Alternate: **Enter information or click Paste POC Template**
Marketing Personal Identification Number (MPIN): **Create and enter a nine-character/number access code that contains at least one alpha character, one number, and no spaces or special characters**
Click on VALIDATE/SAVE DATA to move to the next section

EDI INFORMATION

It is not necessary to complete this screen.
Click on VALIDATE/SAVE DATA at the end of this section.

Congratulations! You have now completed your part of the registration process. As stated in the CCR homepage, here is what will happen next:

If your registration was submitted successfully then you will receive a letter via U.S. Postal Service or e-mail. This letter is to welcome you to CCR and will include a copy of your registration. Please make sure you review the registration for accuracy. You will also receive guidance to obtain your **Trading Partner Identification Number (TPIN)**. The TPIN is a confidential password provided to you upon activation in CCR. The TPIN, when used in conjunction with your DUNS number, gives you access to your entire registration, including your EFT information. The TPIN is mailed via the U.S. Postal Service or access to the TPIN is provided via e-mail notification to the person listed as the “CCR Point of Contact” under the “Points of Contact” tab. You need this TPIN in order to update and/or renew your registration so watch for this letter/e-mail. If you do not receive your TPIN or have lost it, please contact the CCR Assistance Center at 888-227-2423 (within the U.S) or 269-961-5757 (internationally).

The NIH thanks you for your willingness to participate as peer reviewers and we appreciate your time in assisting us in the transition to the new reviewer reimbursement process by completing your CCR registration.

An NIH website will be available soon to provide you with more information on this new process. In the meantime, NIH Guide Notices will be the primary means of communication; a free weekly subscription to the Guide can found at
<http://grants.nih.gov/grants/guide/listserv.htm>.